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PERS 73- 4027

24 AUG 1973

MEMORANDUM FOR: Deputy Director for Management and Services

**SUBJECT : Office of Personnel Report - Week Ending
24 August 1973**

25X1A 1. Recruiting of RIF'ed Army Officers: On Tuesday, 21 August, [REDACTED] recruiter, attended a luncheon at Fort Bliss with the Director of Security and the Director of Military Intelligence of that Army post. At the present time a large reduction-in-force is underway for junior officers in the Army. [REDACTED] briefed these men on our requirements, and particularly about the Career Training Program in order that they might encourage selected officers to apply.

25X1A 2. Upward Mobility: We assigned four more of the upward mobility group as follows: one to Logistics as a clerk-typist, one to CRS as a records clerk, and two to OJCS as card-punch operators. This leaves two more of the original 13 to be assigned. They are still attempting to qualify in typing and will hopefully be assigned within another week.

3. Position Management:

a. A meeting was held with OJCS officers to develop information on the relationship of FMSAC and OJCS with regard to computer support of scientific studies.

b. A meeting was held with the OEL Personnel Officer to discuss the transfer of Projects [REDACTED] from NE to OEL.

25X1A c. A visit was made to [REDACTED] to discuss tentative changes in the laboratory reorganization and position structure.

d. Fiscal Year 1974 staffing complements reflecting ceiling reductions, reorganizations, realignments, and proposed position and grade changes have been received from all of the Intelligence Directorate components and several of the DDM&S components. The Office of the Director's group will be

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submitted on a deferred basis because of numerous changes. A number of the Operations Directorate and Science and Technology FY 1974 staffing complements have also been received. These will be processed as early as possible.

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5. Insurance: Revised procedures have been approved which will speed up the processing of health benefits claims for employees who have the Association Benefit Plan [REDACTED]

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6. Rehired Annuitants: During the week I approved the following retired annuitant cases for the Directorate of Management and Services:

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[REDACTED]

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[REDACTED] --Office of Personnel--Independent Contractor--one-year extension.

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[REDACTED] --Office of Personnel--Contract Employee--three-month extension.

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7. Special Request: At the request of [REDACTED] OTR/ Mid-Career Course, Statistical Reporting Branch prepared a tabulation of GS-12 through GS-14 personnel under age 45. The report was arranged by career service and excluded all of the personnel who have taken the Mid-Career Course.

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8. Co-op Quits: [REDACTED] Co-op Coordinator, was called on 17 August by a Georgia Tech co-op who works in OSI. He is resigning because of the high cost of living and scarcity of housing here. He was told about our employee bulletin on housing that had just been published and that we had half

a dozen places he could consider. He had already decided, though, to take a job in Memphis where he could live at home. He was an excellent worker, but was on academic probation -- so we might have lost him anyway.

9. More Skill Needed: Central Processing Branch has one clerk detailed to the U. S. Army Service Center for the Armed Forces at the Pentagon. The Center has requested that CPB furnish a qualified clerk-typist instead of a clerk. As soon as a clerk-typist is available for this assignment, the present detailee will be reassigned.

Coming Events

1. Finish the OP Annual Report.
2. Expect to continue work on position management surveys of OSR, FMSAC, OTS, OC, Physical Security in OC, and DDI Admin Support.

/s/ John F. Blake

John F. Blake
Director of Personnel

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